

28 October 1960

MEMORANDUM FOR: Chief, Space Maintenance and Facilities Branch/CL

THRU : Administrative Staff, CR

SUBJECT : Relocation of Equipment

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The reorganization of the Analysis Branch, Document Division requires the relocation of equipment including safes, desks, and tables, and relocation of telephone extensions and installations of electrical outlets. These requirements are outlined below:

1. Equipment

a. Relocation of desks

- 5 from area 3 E to area 3 D
- 5 from area 3 D to area 3 B
- 2 from area 2 B to area 5 B
- 5 from area 5 D to area 5 B
- 2 from area 4 E to area 4 B

b. Relocation of safes

- 3 from area 3 E to area 3 D
- 2 from area 4 E to area 3 D
- 6 from area 3 C to area 5 B
- 2 from area 2 B to area 5 B
- 1 from area 2 B to area 3 D
- 5 from area 4 D to area 4 B
- 2 from area 4 C to area 3 C (10 drawer safes)
- 4 from area 3 B to area 4 B
- 1 from area 3 B to area 5 B
- 2 from area 4 B to area 5 B
- 3 from area 4 A to area 3 A
- 1 from area 4 A to area 3 A (5 drawer safe)

c. Relocation of miscellaneous equipment

- 1 key punch machine from area 3 E to area 3 D
- 5 adding machines from area 3 E to area 3 D
- Partitions and tables as necessary.

-2-

2. Telephones

a. Relocate extensions

8231 station A from area 4 E to area 3 D
4866 station A and B from area 3 D to area 5 C
8940 station A from area 3 E to area 4 C

b. Remove extensions

8920 station C from area 3 E
8016 station B from area 4 C
8950 stations C and D from area 4 B

3. Electrical

Install 2 electrical outlets in area 5 B

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Chief, Document Division